

# Miriam París Mellado

Experienced Certified Multilingual Translator and Language Education Leader with a BA in Translation, MA in Teaching English, and Spanish; Localisation Specialist and Subtitler. Experienced

*Multilingual Translator with Expertise in Legal, Medical, and Education Fields*

## Contact

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## Memberships

CIOL Member ID: [77100](#)

ITI Member ID: [26862](#)

ASETAD Member ID: [4391](#)

ATA Member ID: [280038](#)

IAPTI Member ID: [2751](#)

## Education

2021-02 -2022-02

**MA in Neurolinguistic Programming (NLP) -**

Universidad de Murcia, Spain

## Work History

### Certified Translator

*Manchester City Council, M-Four Translations, Manchester, UK*

**2017-01 - Current**

- Provide certified translation services for legal documents such as Civil Registry Certificates and Court Procedures.
- Conduct medical translations for medical records and post-mortem reports.
- Proofreading, reviewing, and localization services for various documents.

### Spanish Castilian Localization & QA Specialist

*Amazon Prime Video, London, UK (Remote)*

**2024-03 - 2025-02**

- Localized SDH/Subtitles and metadata synopsis ensuring translation accuracy.
- Led quality audits to benchmark localized content and perform corrections for Prime Video & Amazon Studios.
- Updated Prime Video's style guides to enhance customer experience.
- Provided inputs for QA of Machine-Translated content.

### QA Specialist: Italian into Spanish

**2024-08 - Current**

*Translated, Rome, Italy · Freelance*

- Localizing MT-generated content.
- Quality check MT-generated for translation accuracy (idiomatic, spelling, grammar, punctuation) and send feedback report in order to improve the machine learning model.

2014-10 – 2016-07

**MA in Teaching English as a Second Official Language (ESOL)** - Universidad de Almería, Spain




2006-10 - 2013-05

**BA in Translation and Interpretation** - Universidad de Granada, Spain

## Skills

Problem solving skills		Excellent
Customer Account Management		Excellent
Project Management		Excellent
Legal & Medical Translation		Excellent
QA/ Localisation/ Subtitling		Excellent

## Languages

Spanish		Native
English		Excellent
Italian		Excellent
German		Excellent

## Certified Translator: English into Spanish

2024-07 - Current

*Translayte, UK · Freelance*

- Provide certified translation services for **legal, medical** and **academic** documents to be submitted within the UK territories.

## Certified Translator: English into Spanish

2024-06 - Current

*Dialexy, Edinburgh, UK · Freelance*

- Provide certified translation services for **legal, medical** and **academic** documents to be submitted within the UK territories.

## Translator & Proofreader: English into Spanish

2024-04 - Current

*Mission Connect, Birmingham, UK · Freelance*

- Translate **medical** and **life sciences** content from English to Spanish.
- Proofread and edit documents to ensure accuracy in translation.

## Translator & Proofreader: English into Spanish

2018-01- Current

*AdHoc Translations, Copenhagen, Denmark · Freelance*

- Translation of **newsletter** for a company that designs, develops, and manufactures innovative plastic packaging solutions.
- Proofreading and editing of documents translated into Spanish.
- Review final works to spot and correct errors in punctuation, grammar, and translation.
- **MTPE.**

## Managing Director

*Britannia English Academy, Manchester, UK*

2018-04 -2023-11


- Managed personnel operations for 50 employees at Britannia English Academy, including recruitment, training, and performance evaluation.
- Oversaw administrative functions, payroll, and budgeting to achieve financial objectives and ensure a safe work environment.
- Implemented systems, policies, risk assessments and procedures to streamline operations and enhance customer satisfaction.
- English summer camp organisation.
- Course and material design for face to face and online English classes.
- Conduction of the British Council Inspection.

## CAT Tools

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SDL Trados   
Excellent

MemoQ   
Memsources  
Phrase Excellent

SE Subtitle Edit   
Annopad  
Oona Excellent

## Subtitle Editors

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Annopad   
Excellent

SE   
Excellent

Previous roles within this company:

- o General Manager (Jan 2020 to Nov 2023)
- o Sales Manager (Apr 2019 to Dec 2019)
- o Admissions and Admin Manager (Oct 2018 to Apr 2019)
- o Admissions and Admin Officer (Apr to Sept 2018)

## Executive and Accounting Assistant

*Bora Wind Energy Management, S.L, Madrid, Spain*

**2015-10 - 2016-07**

- Managed a team of 10 employees, overseeing monthly cash flow, agendas, and travel arrangements at Borawind Energy Management, S.L.
- Assisted with payroll, reviewed Business Intelligence Tools, and handled accounting tasks with Navision.
- Balanced P&L for Holding Companies, translated legal documents, and revised technical documents.

## Work Placements

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### Translation Traineeship

*Manchester City Council, Manchester, UK*

**2016-11 - 2016-12**

- Providing support to the Admin Department by assisting them with general admin tasks.
- Assisting with the project management.
- Editing, communication, translation-related training.
- Attending oral hearings for training purposes.
- Provided cultural input to speakers to help parties who did not speak similar languages communicate with and understand one another.
- Proofread, edited, and improved documents of different sizes.
- Assisted foreign language-speaking clients with inquiries.
- Attended training programs to improve professional knowledge and interpretation skills.

### University Spanish Teacher Traineeship

*University of Pavia, Pavia, Italy*

**2015-04 - 2015-09**

- Taught Spanish to Italian speaking students aged 18 and over, focusing on grammar, listening, writing, and speaking skills.
- Prepared lessons using provided materials and personal teaching resources to enhance student learning.
- Created course materials including quizzes and listening comprehension exercises to engage students effectively.

## **Secondary School English/French Teaching Assistant**

*IES Carlos III, El Parador, Almería, Spain*

**2015-02 - 2015-03**

- Implemented innovative technology in language education at IES Carlos III, enhancing student engagement.
- Developed and administered written exercises to improve reading and writing skills in English and French.
- Conducted classes for junior immigrants, facilitating their language learning journey.
- Attended department meetings to contribute to the development and update of course curricula.

## **Office Manager – Translation Services**

*Heberger Española, S.A, Granada, Spain*

**2014-05 - 2014-09**

- Managed a team of 100 employees, overseeing personnel management and day-to-day office maintenance at Heberger Española, S. A.
- Successfully translated documents from English and German into Spanish, ensuring clear communication across languages.
- Prepared and processed export documentation, monthly expenses reports, and bureaucratic paperwork in compliance with German regulations.